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INSTRUCTION NO.  
LI 1-200-3

LI 1-200-3  
ORGANIZATION  
14 July 1955

SUBJECT: Delegation of Authority to Procurement Division Officials

RESCISSION: LI 1-200-3, dated 22 July 1954

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1. GENERAL

This Instruction sets forth delegation of authority to officials of the Procurement Division.

2. DELEGATION OF AUTHORITY

Delegation of authority to officials of the Procurement Division is as follows:

a. Chief, or in his absence the Deputy Chief, Procurement Division:

- ✓ (1) As Contracting Officer, to execute all types of procurement documents, except that when the amount of the basic document or the sum of the basic document and any amendments thereto exceeds \$200,000, or when initial contractual documents, regardless of amount, [REDACTED], prior approval of the Director of Logistics will be obtained.
- (2) As approving officer, to execute requests for advance of confidential funds up to \$50,000.00 for use in the Special Purchase Branch and to approve reports of accountings and expenditures thereof.
- ✓ (3) To determine that sufficient evidence exists to procure supplies of foreign origin to fill Agency requisitions pursuant to the provisions of the Buy American Act (41 USC, 10a-10c) and in accordance with the provisions of Agency Regulation No. [REDACTED] when:

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- (a) The lowest net cost of United States supplies exceeds the lowest net cost of foreign supplies, including duty, by 25 per cent or more when the cost is more than \$100.00, and 100 per cent when the cost is less than \$100.00.
- (b) The supplies to be purchased are not available in the United States in commercial quantities and satisfactory quality.
- (c) The purchase is necessary for reasons of operational security.

b. Chief, or in his absence the Deputy Chief, Contract Branch:

- (1) As Contracting Officer, to execute all contracts or agreements, except that when the amount of the basic document or the sum of the basic document and any amendments thereto exceeds \$50,000.00, prior approval of the Chief, Procurement Division will be obtained; when initial contractual documents, regardless of amount, [REDACTED] prior approval of the Director of Logistics will be obtained.

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c. Deputy Chief, Contract Branch:

- (1) As Contracting Officer, to execute all contracts or agreements, except that when the amount of the basic document or the sum of the basic document and any amendments thereto exceeds \$25,000.00, prior approval of the Chief, Contract Branch will be obtained; when initial contractual documents, regardless of amount, [REDACTED] prior approval of the Director of Logistics will be obtained.

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d. Chief, Negotiation and Specification Section:

- (1) As Contracting Officer, to execute all contracts or agreements, except that when the amount of the basic document or the sum of the basic document and any amendments thereto exceeds \$15,000.00, prior approval of the Deputy Chief, Contract Branch will be obtained; when initial contractual documents, regardless of amount, [REDACTED] prior approval of the Director of Logistics will be obtained.

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e. Chief, Purchase Branch, or in his absence the Chief, General Purchase Section:

- (1) As Contracting Officer, to execute all purchase orders with commercial suppliers when the amount of an individual procurement, including amendments thereto, does not exceed \$2,000.00.

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- (2) To execute all procurement documents not in excess of \$50,000.00 issued to:
- (a) The Public Printer (for paper, ink, and similar supplies);
  - (b) Federal Prison Industries, Inc.;
  - (c) Department of Correction for the District of Columbia;
  - (d) Blind-made products;
  - (e) General Services Administration (Stock Items);
  - (f) Contractors under the Federal Schedule of Supplies, GSA;
  - (g) Post Office Department;
  - (h) Any other department or agency (except Department of Defense).

f. Chief, General Purchase Section, or in his absence the Sr. Purchasing Agent:

- (1) As Contracting Officer, to execute all open market purchase orders with commercial suppliers when the amount of an individual procurement, including amendments thereto, does not exceed \$1,500.00.
- (2) As Petty Cash Officer, to obtain from the Comptroller a revolving fund not to exceed \$1,000.00 and to expend such fund for small purchases of items which cannot be obtained from Agency stocks, provided that a purchase from one vendor at one time does not exceed \$50.00 and provided that such purchases are made in compliance with regulatory provisions pertaining to Petty Cash.
- (3) To execute all procurement documents not in excess of \$25,000.00 issued to:
  - (a) The Public Printer (for paper, ink, and similar supplies);
  - (b) Federal Prison Industries, Inc.;
  - (c) Blind-made products;
  - (d) Department of Correction for the District of Columbia;
  - (e) General Services Administration (Stock Items);

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- (f) Contractors under the Federal Schedule of Supplies, GSA;
- (g) Post Office Department;
- (h) Any other department or agency (except Department of Defense).

g. Senior Purchasing Agent, General Purchase Section:

- (1) As Contracting Officer, to execute all purchase orders with commercial suppliers when the amount of an individual procurement, including amendments thereto, does not exceed \$1,000.00.
- (2) As Petty Cash Officer, to obtain from the Comptroller a revolving fund not to exceed \$1,000.00 and to expend such fund for small purchases of items which cannot be obtained from Agency stocks, provided that a purchase from one vendor at one time does not exceed \$50.00 and provided that such purchases are made in compliance with regulatory provisions pertaining to Petty Cash.
- (3) To execute all procurement documents not in excess of \$15,000.00 issued to:
  - (a) The Public Printer (for paper, ink, and similar supplies);
  - (b) Federal Prison Industries, Inc.;
  - (c) Department of Correction for the District of Columbia;
  - (d) Blind-made products;
  - (e) General Services Administration (Stock Items);
  - (f) Contractors under the Federal Schedule of Supplies, GSA;
  - (g) Post Office Department;
  - (h) Any other department or agency (except Department of Defense).

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3. REVIEW

The contractual documents and/or determinations referred to in paragraphs 2.a.(1), 2.a.(3), and 2.b.,c., and d. will be subject to legal review by the Office of the General Counsel.

4. EFFECTIVE DATE

The delegated authorities contained herein are effective immediately.



JAMES A. GARRISON  
Director of Logistics

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